



Bradford Christian School

First Aid Policy

Policy written November 2017 – Review date November 2019

1.0 **Statement**

- 1.1 Bradford Christian School seeks to provide a safe environment in order to safeguard and minimise the risk to staff, students, visitors and contractors of Bradford Christian School.

2.0 **Responsibilities**

- 2.1 Staff members are appointed and trained according to their hours and their responsibilities in school. At least nineteen members of staff will hold current First Aid Certificates. (See list Appendix 3)
- 2.2 In EYFS all adults will be first aid trained and will hold a Paediatric First Aid certificate. Their certificates will be held on the school site.
- 2.3 A trained first aider will go on all school trips and on any EYFS trips a fully trained Paediatric first aider will be present on the trip. On trips the first aider will always take a first aid kit.
- 2.4 The school will undertake all required Risk assessments e.g. Building risk assessments, school visit risk assessments, fire risk assessments and general health and safety checking to ensure that the school environment is a safe place in which to work and learn.

3.0 **Key Principles**

- 3.1 Bradford Christian School will comply with The Health and Safety (First-Aid) Regulations 1981 and Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).
- 3.2 Bradford Christian School will adopt the following procedures and practices.
- Good housekeeping will be adhered to in order to prevent accident of injury from striking objects slips and trips.
 - Children will be informed of the actions they need to take to prevent injury in classrooms and as part of assemblies.
 - First Aid boxes are kept as follows; in the staff room, kitchen, room 5, Secondary DSP and Science lab.
 - Portable First Aid kits will be taken on all trips.
 - All medical kits will be checked on a monthly basis and those checks recorded. (see appendix 4)
 - Where applicable, accidents and incidents will be reported according to Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) in the event of:-
 - death or major injury,
 - an employee or student being absent from work for over three days as a result of an injury sustained at Bradford Christian School,
 - or a dangerous occurrence
 - an employee or student being detained in hospital overnight as a result of an accident in school.

4.0 **Means**

- 4.1 **Medical Records:** Parents will fill in a detailed medical form on entry to the school. This form will be kept in the child's personal medical file in the school business manager's office. It is the parents responsibility to inform the school of any updates relating to their child's medical conditions and needs. The school will on an annual basis in accordance with the Medical and Intimate care policy, ask parents to complete a medical form to ensure that the information we hold is up current and that the school has the correct instructions for children with ongoing medical conditions.

4.2 All Asthma medication will be stored in an appropriate place in the child’s classroom in respect of Primary and DSP students, and all Middle and Upper students will carry their inhalers with them. Any other medication required to be taken during school time will be stored in the medical cabinets in EYFS and the medical room or the staff cupboard in the Secondary DSP.

4.3 Action for accidents

- All accidents must be referred to one of the qualified First Aid personnel. (see note below for Primary guidelines).
- There is a dedicated first aider on a rota basis for primary injuries during break times.
- Middle and upper students should go to the office in the event of an accident and the school secretary will record the accident and ensure that a trained first aider administers the appropriate first aid.
- Details of the accident are recorded by the First Aider in the Primary or Secondary department accident books. Primary books are kept in the classrooms, DSP in the school business managers office, and Secondary in the school office in the main reception area.
- Each child will be given a slip notifying their parents that they have had a minor accident at school and the action taken.
- A head injury treatment guidance sheet for the parents will be given to all children whose accident resulted in a head injury. (See appendix 1)
- More serious accidents will be referred to the A & E at Bradford Royal Infirmary and parents informed immediately.

4.4 Sickness in School - Parents are requested not to send their child to school if they feel unwell or have been sick during the night. Children who have been absent due to sickness or diarrhoea must have been completely free from symptoms for 48 hours before returning to school.

4.5 Class teachers should refer sick pupils to a member of senior management who will make a decision as to whether the pupils rests in the medical room or goes home. Parents will be called if they are to go home. The table below shows which SLT member will make decisions for students to be sent home for which areas of the school:

| SCHOOL AREA | DECSION MAKER | IF NOT AVAILABLE REFER TO: |
|-------------|---------------|----------------------------|
| EYFS | Audrey Moon | Jane Prothero |
| Primary | Jane Prothero | Phill Moon |
| Middle | Matt Walker | Phill Moon |
| Upper | Mark Prothero | Phill Moon |
| DSP | Sharon Horton | Phll Moon |

4.6 Medicines and Tablets Staff will not administer medication to Primary pupils other than antibiotics which will be given at their discretion without a pre prepared health care plan and signed permission to administer medication by the parent. The medicine must come to school in a named bottle with clear instructions for administration. The teacher giving the medication will sign to say the time it was taken and return the medicine to the parent or carer at the end of the day.

4.7 Secondary students are allowed 1 paracetamol if written permission is provided by their parents beforehand and after checking they have not recently taken other medication. Written permission will be requested annually from parents when the annual medical form is completed. A slip informing parents that the student has taken a tablet and at what time will be given to the student to hand to their parents at the end of the day. (Please see appendix 2). Should requests for paracetamol become frequent from a pupil, parents will be contacted.

4.8 Asthma pumps and inhalers must be clearly labelled with the child’s name and dosage and instructions for use. The child must work towards self-administering where possible.

5.0 Off site activities and school trips

5.1 At least one member of staff must be a qualified first aider on all off site activities and trips, and where possible two vehicles available and access to a mobile phone.

5.2 A portable first aid kit must be taken on all trips.

5.3 All adults involved in PE / Games are instructed by Mr Walker on procedures in the case of injury.

6.0 Primary First Aid

6.1 All primary pupils sent in from the playground to be seen by the first aider on duty (see rota in each classroom). Questioning must be thorough ascertaining the nature of the incident and identifying all injuries.

6.2 First Aid book to be stored in each classroom. Slip to be filled in and put in child's bags for all injuries. Class teachers to be informed and if necessary to speak to parents at the end of the day.

6.3 In the case of serious injury the adult on duty who witnessed the accident must follow up on their return indoors checking the correct treatment has been given and the class teacher has been informed.

7.0 Other Related policies

7.1 This policy should be read in conjunction with the:

- Health and Safety Policy
- Medical and Intimate care Policy
- Safeguarding policy

7.2 Legislation that has been used to compile this policy:

- The Health and Safety (First-Aid) Regulations 1981
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- Incident reporting in schools (accidents, diseases and dangerous occurrences) Guidance for employers Education Information Sheet No1 (Revision 3)

7.3 Other Sources

- NHS choices pages

| | |
|---|-------------------------------------|
| Formally agreed through Governors compliance: | 7th February 2018 |
| Signed Andrew Taylor – Chair of Governors | Andrew Taylor |
| Signed Phill Moon – Head Teacher | Phill Moon |
| Review Date: | November 2019 |

Minor head injury / lump on head

Treatment

You can usually recover from a minor head injury at home – but keep an eye out for any new symptoms that might develop.

If your child experiences a knock, bump or blow to the head, sit them down, comfort them, and make sure they rest. You can hold a cold compress to their head – try a bag of ice or frozen peas wrapped in a tea towel.

Seek immediate medical advice if symptoms such as mild dizziness and a headache get worse.

If your child has a minor head injury:

- give them paracetamol if they have a mild headache, but avoid NSAIDs such as ibuprofen and aspirin (aspirin should never be given to children under the age of 16)
- avoid getting them too excited
- don't have too many visitors
- don't let them play contact sports, such as football or rugby, for at least three weeks without talking to your doctor
- make sure they avoid rough play for a few days

When to seek medical attention

Take your child to A&E if their symptoms worsen or they develop any new symptoms.

See your GP for advice if your child still has symptoms two weeks after the head injury, or you're unsure about them returning to school or sport.

Symptoms of a severe head injury

Severe head injuries require immediate medical attention because there's a risk of serious brain damage.

Symptoms of a severe head injury can include:

- unconsciousness – where a person has collapsed and is unresponsive, even for a brief period of time
- concussion – a sudden but short-lived loss of mental function that occurs after a blow or other injury to the head; a person with concussion may have a glazed look or appear confused, but won't necessarily be unconscious
- fits or seizures
- difficulty speaking or staying awake
- problems with the senses – such as hearing loss or double vision
- repeated episodes of vomiting
- blood or clear fluid coming from the ears or nose
- memory loss (amnesia)
- sudden swelling or bruising around both eyes or behind the ear
- difficulty with walking or co-ordination

Dial 999 immediately to request an ambulance if you're with someone who experiences any of these symptoms after sustaining a head injury. Alternatively, take them immediately to your nearest accident and emergency (A&E) department.



Bradford Christian School

Notification of Paracetamol Administered

Today's Date: _____

Time: _____

Student's Name: _____

Today your son/daughter received 1 500mg tablet of paracetamol at the above time. They have been asked to pass this note to you to keep you informed of when the medication was administered.



Bradford Christian School

Record of First Aid Provision

| First-aid personnel | Required Yes/no | Number needed |
|--|-----------------|---|
| Appointed person First-aider with an emergency first aid at work certificate (EFAW) | No | |
| First-aider with a first aid at work certificate (FAW) Training is school first aid | Yes | Anca Scott (exp 30/10/19) David Chadwick (exp 30/10/19) Jane Prothero (exp 30/10/19) Matt Walker (exp 30/10/19) Sarah Walker (exp 30/10/19) Stacy Garrett (exp 30/10/19) Lois Brown (exp 13/9/19) Katina Verity (exp 13/3/20) |
| First-aider with additional training Paediatric First Aid | Yes | Lindsey Fear (exp 23/9/18) Adrienne Hall (exp 14/11/21) Vicky Peckover (exp 21/8/18) Sara Peckover (exp 21/8/18) Jaquely MacKenzie (exp 23/9/18) Audrey Moon (exp 27/6/19) Lizzie Kirkby (exp 17/11/18) Esther Hutton (exp 26/2/19) Rachel Trice-Parkin (exp 27/6/19) Lois Brown (exp 13/9/19) |
| Outdoor first Aid Level 3 | | James Stannett (13/3/19) |
| First-aid equipment and facilities | Required Yes/no | Number needed |
| Dust- and damp-proof first-aid container | Yes | |
| Kit contents | Yes | Sterile Plasters Hypoallergenic plasters Antiseptic wipes Micro pore tape Disposable gloves Face guard 2 x sterile eyepatches 2 x triangular bandages Forehead thermometer 2 x HSE medium dressing 2x large HSE dressing Dressing scissors |
| Additional equipment (specify), eg foil blankets, eye wash bottles, shears, microporous tape | Yes | Cold Packs Eye wash (staff room & lab) |
| Defibrillator | Yes | In Staff Room One trained user – Matt Walker |

| | | |
|--------------------------|-----|--|
| Travelling first-aid kit | Yes | Available from- EYFS, staff room, DSP – contents 1 x Large dressing 2 x pairs latex gloves 2 x sterile wipes 10 x assorted plasters 10 x safety pins 1 x face shield 1 x micropore tape 2 x triangular bandage 1 x hand sanitiser |
| First-aid room | Yes | 1 – Sign on door |

The minimum first-aid provision for this worksite is:

List above identifies all those holding a Paediatric first aid certificate

A person appointed to take charge of first-aid arrangements

Mrs Zeilah Chadwick

A suitably stocked first-aid kit; (first aid kits available at:

Staff room

Room 5

DSP

Kitchen

Science Lab

EYFS

Information for all employees about what they need to do in case of an emergency:

- All student medical records updated annually and teachers instructed as to action to be taken in an emergency.
- Paper medical records kept by school business manager
- Student electronic records available to all SLT members
- Staff medical records available on staff files stored in school office
- Electronic staff medical records accessible by School Head Teacher and School Business Manager
- All staff made aware of first aid policy.

Monthly First Aid Kit Checking

Each main first aid kit should contain: Sterile Plasters, Antiseptic wipes, Micropore tape, Disposable gloves, Face guard, 2 x sterile eyepatches, 2 x triangular bandages, Forehead thermometer, 2 x HSE medium dressing, 2x large HSE dressing, Dressing scissors

Each travel kit should contain: 1 x Large dressing, 2 x pairs latex gloves, 2 x sterile wipes, 10 x assorted plasters, 10 x safety pins, 1 x face shield, 1 x micropore tape, 2 x triangular bandage, 1 x hand sanitiser

| Date Completed | | Staff Room | Kitchen (Burns) | Science Lab (Burns + Normal) | Room 5 | Secondary DSP | EYFS |
|-----------------------|----------------------|-------------------|------------------------|-------------------------------------|---------------|----------------------|-------------|
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |

| Date Completed | | Medical Cabinet EYFS | Medical Cabinet Medical Room | Travel Kit Staff Room | Travel Kit DSP | Travel Kit Room 3 | |
|----------------|----------------------|-------------------------|---------------------------------|--------------------------|-------------------|----------------------|--|
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |
| | All contents present | | | | | | |
| | All contents in date | | | | | | |
| | Any issues | | | | | | |